

**United States District Court
District of New Hampshire**

NOTE: This document is intended for internal use by the Clerk's Office staff. The summary below is not comprehensive and is only intended to provide general guidance regarding the Local Rule changes effective January 1, 2004. Counsel and pro se litigants should not rely on the content of this document and are responsible to consult the Local Rules and the Federal Rules of Civil and Criminal Procedure.

SUMMARY OF LOCAL RULE CHANGES - 2004	
CIVIL	
RULE	CHANGE
1.1(b), General	Changed "amended" date to January 1, 2004.
5.1(d), Certificate of Service	* Added subsection (d) to require that the certificate of service contain the name and address of the person being served, the manner and date of service, and the signature of one counsel of record or pro se party. * Relettered §(d)(facsimile filings) to §(e); §(e)(affidavits) to §(f); and §(f)(removed actions) to §(g).
5.4, Filing and Service by Electronic Means	Authorizes the filing and service of pleadings through the court's electronic facilities. Specific rules governing e-filing will be set forth in Administrative Procedures for Electronic Case Filing.
8.1, Redaction of Personal Identifiers in Filings	* Requires parties to refrain from filing, or to file partially redacted copies where inclusion is necessary, pleadings containing the following documents: social security numbers, names of minor children, dates of birth, financial account numbers. * Parties may also file unredacted copies under seal with a cover letter requesting same. * Parties and not Clerk's Office are responsible for compliance. If Clerk's Office notices non-compliance, document will be returned to the filer.

SUMMARY OF LOCAL RULE CHANGES - 2004

CIVIL

RULE	CHANGE
83.1(b), Procedure for Bar Admission	<p>*Failure of bar applicants to appear at an admission ceremony within one year of date application approved will have to file a new application.</p> <p>*Clarifies admission fee is to be made payable to "Clerk, United States District Court."</p>
83.1(c), Special Admissions	Clarifies that Special Admission request may not be simply made in application but must be set forth by separate motion.
83.7(c), Exceptions to Prohibition on Electronic Devices	Expands list of exceptions to include personal digital assistants (PDAs). No such device shall be brought into a courtroom or judge's chambers, however, without advance authorization by judge.
83.12, Judicial Misconduct	Amended to note the fact that the rules and complaint forms are also available on USDCNH web site.
83.13(d), Appeal Exhibits	<p>*Requires parties file designation of exhibits for appeal as follows: file joint designation within 10 days after service of Notice of Appeal if agreed on designation; if no agreement on designation, appellant files designation within 15 days after filing the Notice of Appeal and appellee files designation within 10 days after service of appellant's designation.</p> <p>*Parties shall promptly forward designated exhibits to the clerk of the court of appeals to which the appeal has been taken.</p> <p>*Exhibits which have not been designated shall be retained by the clerk of the district court or, if returned to the attorney or party, by such attorney or party and transmitted to the court of appeals upon request.</p> <p>*Relettered §(d)(photographs of chalks) to §(e).</p>

CRIMINAL

RULE	CHANGE
1.1(b), Effective	Changed "amended" date to January 1, 2004.

CRIMINAL	
RULE	CHANGE
1.1(d), Scope	Amended section to make clear that LR 5.4 and LR.8.1 apply to criminal cases.
11.1, Entry of Guilty Plea Without Plea Agreement	Requires that defendants pleading guilty without a plea agreement complete an Acknowledgment and Waiver of Rights form.

FORMS	
FORM	CHANGE
Civil Form 1, Civil Case Management Deadlines	Added LR 83.13(d) designation of appeal exhibits deadlines.
Civil Form 2, Sample Discovery Plan	Changed due date for "Challenges to Expert Testimony" from 30 to 45 days prior to trial.
Criminal Form 1, Criminal Case Deadlines	Added LR 83.13(d) designation of appeal exhibits deadlines.